

Articles of Incorporation/Organization Authentication

中文版在第 3 页/Chinese Version is on page 3

Main Purpose: use to establish a company/subsidiary/joint venture in China. Also, might be required for court cases in China.

There are two options that are accepted by the Chinese Consulate in the U.S. **As a company, it is your responsibility to find out which one or both are accepted by the Chinese government agency your company is submitting to.**

Option 1- obtaining an original certified Article of Incorporation

Visit the state website where your company is incorporated in, on the state website, search for “*obtaining certified articles of incorporation.*” Your state website will provide instruction as to how to obtain a certified article of incorporation. **DO NOT obtained Apostille.**

Option 2- Notarized a copy of articles of incorporation/organization

Please bring a copy and the original Articles to a public notary. (Local banks usually have public notary) Please have the public notary notarize the copy of the articles as a true version of the original. After this is completed, visit the state website where the Articles is notarized in and certified the copy that the public notary notarized. (If you select option 2, you do not have to notarized the copy in the State where the articles are originally issued)

We provide service to complete the State Certification for additional fee. Please contact us to inquire about the cost and process.

Once you receive the original certified articles, please send us:

1. The **original** and **a copy** of the certified Articles of Incorporation issued by the Secretary of State office with the Secretary of State Certification. The certified Article must be issued within the last 6 months from the State. **(DO NOT take the staple or any other attachment device off to make copy)**
2. **Applicant's passport copy.** If the applicant is holding a non-US passport, please provide a copy of valid green card or US visa with a validity of at least 6 months. If the applicant is a foreign citizen without valid US visa, please provide a copy of the applicant's foreign passport and a foreign parent company letter confirming the applicant power to make decision on behalf of the company in the U.S.
3. **A company letter** confirming the applicant's position in the company and that it has the power to make decision on behalf of the company in the U.S. Please include contact information, the purpose of applying this authentication, and if the U.S. company has a subsidiary in China, please include the information in the letter.
4. **Completed G1 form authentication application.** If attorneys or accountants are applying on behalf of their client, the applicant's name is client's name and not the attorneys' or accountants'. (visit our website or email us at office@visa-chinese.com for the G1 form)
5. **A pre-paid return envelope or additional \$28 dollars for domestic return mail.** For international shipping cost, please see our return shipping cost.

6. **Payment** (Check our website www.visa-chinese.com for prices and mailing address)

Please note, any electrically generated Secretary of State Certification without the raised seal or is not printed on a void protection paper from the State must be sealed with a gold staple by the Secretary of State office. Chinese Consulate does not accept any electrically generated certification without the gold staple. If you have any question regarding this, please email us for a sample.

Chinese Visa Office provides free document check and consultation, please contact us at 713-774-5606 or office@visa-chinese.com for this service.

* Above is for reference only, Chinese Consulate reserves the right to change application requirement at any time. It is also your responsibility to follow all requirements or templates of the respective agency in China. Chinese government and agencies in China reserve the right to make the final decision on any authentication. While we try to update our website to reflect the latest information, individual cases might still require additional documentation. Please contact us if you have any questions.

公司章程/组织认证

主要目的：用于在中国建立公司/子公司/合资企业，中国的法庭案件等。

认证公司的章程有两种选择，一种是原件认证，一种是复印件认证，您的公司有责任和中国政府机构确认接受哪一种或两都接受。

选项 1-获得州政府认证的公司章程原件

请查看贵公司所在的州网站，在州网站上搜索“*obtaining certified articles of incorporation*。”您的州网站将提供有关如何获得已有州认证的公司章程。申请州政府认证时，**请不要申请 Apostille**，要申请 certified。

选项 2- 公证员认证公司章程复印件

请提供公司章程复印件给当地合法公证员并让公证员公证。做完公证后，请把文件提交给当地州务卿做认证。在州网站上搜索“*certification document*” **请不要申请 Apostille**，要申请 certified。（你不需要在公司文章所出的州找当地公证员做复印版本公证）

本公司可以代理州认证或有一站式全套服务请联系我们获得相关资料

无论您选择那一种，收到州政府认证的文章后，请收集以下文件后邮寄给我们：

1. 州政府认证的公司章程的原件和一份复印件。州政府所做认证必须是 6 个月已内。（进行复制时请勿取出订书钉或任何其他防伪订）
 - 如果公司章程为电子版那上面必须有州政府金色原章或防伪章，如果无防伪章，领馆一律不接受
2. 申请人的护照复印件。如果申请人持有第三国护照（非美国护照），请提供有效绿卡或美国签证的复印件。如果申请人是无有效美国签证的外国公民，请提供申请人的外国护照复印件，国外母公司信函，确认申请人在公司职位，有权代表美国公司作出决定。
3. 公司信函- 请公司出信，其内容必须有申请人资料，申请人在公司职位，申请人有是否有权利为美国公司做确定，如果美国公司在中国有子公司，请把子公司信息也包含在信中。
4. 填写 G1 表格。如果律师或会计师代表其客户申请，申请人的姓名是客户的名称，而不是律师或会计师。（访问我们的网站或发送电子邮件至 office@visa-chinese.com 获取 G1 表格）
5. 预付好邮费的回邮信封。本公司提供回邮服务，价格为 28 美元起。如需国际运费，本公司提供到中国一线城市回邮为 60 美金，其他个城市的回邮，价格为 75 美元起。

6. 付款：我们接受个人支票，公司支票，信用卡，Money Order，等付款方式。详细请查看我们付款方式。

领馆有决定文件型别的最终权利。即使个人文件，如果在中国用途为商业，领馆将按商业文件收取费用。

个人文件：

	申请时间 (1)	文件有效期 (2)	领馆费用	服务费	总费用
普通	5-7 天	1 年	\$25.00	\$54.00	\$79.00
加快	2-3 天	1 年	\$50.00	\$79.00	\$129.00

商业文件：

	申请时间	文件有效期 (1)	领馆费用	服务费	总费用
普通	5-7 天	1 年	\$50.00	\$79.00	\$129.00
加快	2-3 天	1 年	\$75.00	\$117.00	\$189.00

(1) 领馆有权利在无任何理由时延长申请时间。中美节假日会有可能延长申请时间

(2) 一般文件有效期最长为一年，有效期为接受文件的中国机构定。出生证，死亡证，结婚，离婚，护照，公司注册等证件有效期为长期。一般如果文件保持完好，据为有效。

*以上仅供参考，中国领事馆保留随时更改申请要求的权利。您有责任向提交文件的中国机构确定所有要求。中国政府和机构保留对任何认证做出最终决定的权利。我们会尽最大努力更新我们的网站以反映最新信息，但个别情况在提交后可能仍需要补其他文件。如果您有任何问题，请在邮寄文件前联系我们，。